



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH - HEALTH REGULATION LICENSING ADMINISTRATION

NEW LICENSE APPLICATION

Board of Dentistry

Please read instructions before completing this form. If you have any questions, call HPLA's toll-free Customer Service line at 1-877-672-2174 Monday through Friday, 8:30AM to 4:45PM EST. A charge of \$65.00 will be imposed for dishonored checks (public Law 89-208).

SECTION 1. REQUESTED LICENSE TYPE/FEEs (includes non-refundable application fee - see instructions)

- ☐ DEN - Dentist by Exam \$430.00
- ☐ DEN - Dentist by Endorsement \$430.00
- ☐ Duplicate Licenses (limit 5) _____ X \$34.00 = \$____.00

Total Enclosed \$____.00

Make check or money order payable to DC TREASURER.

MAIL TO:
Department of Health
Health Regulation Licensing Administration
Board of Dentistry

P.O. Box 37801
Washington, DC 20013

HPLA ONLY

Check \$

Check #

Staff

\$ _____.00

SECTION 2. APPLICANT NAME/DEMOGRAPHIC INFORMATION

Enter your name exactly as it should appear on the license. If your name has changed at any point since you first attended college or university, please complete Section 4 on page 2. You must also provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents for individuals are marriage certificates, divorce decrees, or court orders.

FIRST NAME MI LAST NAME SUFFIX
("Jr", "Sr", not "DDS", etc.)

SOCIAL SECURITY NUMBER

If applicant does not provide a social security number, a sworn affidavit is required.

PLACE OF BIRTH

Provide City and State for US birthplace or Country for foreign place of birth.

MM DD YYYY
DATE OF BIRTH

☐ Male ☐ Female

GENDER

Please check the correct box.

Section 3. SUPPORTING DOCUMENTS REQUIRED

Please indicate the supporting documents you have included with this package or requested to be sent to the Board of Dentistry. Keep a photocopy of all supporting documents for your records.

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A.	Two recent and identical passport-type photos of the applicant's face (approx. 2"x2") with applicant's name printed on the back. <u>The photos must be original photos and cannot be computer-generated copies or paper copies.</u>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
B.	Official transcript (with seal) from the applicant's dental school indicating the type of degree conferred and date of graduation. This may be sent directly from the school, but is preferred that it accompany the application in a sealed <u>envelope</u> . National Board of Dentistry Examination results (ask the Joint Commission on National Dental Examinations to submit exam results to the DC Board of Dentistry) AND NERB (North East Regional Board) examination results. (Ask NERB to submit exam results to the D.C. Board of Dentistry.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
C.	Current (within last two months) National Practitioners Databank Report. (If licensed to practice Dentistry in another state or jurisdiction.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
D.	If licensed in another state/jurisdiction: Certified Letters of Good Standing from all jurisdictions licensed to practice Dentistry in, past and present.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
E.	If applying by endorsement: A letter of certification signed by the appropriate official from one of the jurisdictions listed in the application instructions, stating that the applicant is licensed and in good standing in that jurisdiction.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
F.	Character Reference List - List (on a separate piece of paper) names and addresses of three responsible persons (other than relatives, instructors, or employers) who have known you for at least one year and can attest to your <u>character</u> . Completed DC Dentist Written "Take-Home" Law Exam Answer Sheet.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
G.	Copies of legal documents supporting all name changes.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
H.	Completed and Signed Clean Hands Form.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
I.		YES <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
J.		YES <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>

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Section 4. PREVIOUS NAMES

If your name has changed at any point since you first attended college or university, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents for individuals are marriage certificates, divorce decrees, or court orders.

Changed to current name by: ☐ Marriage ☐ Divorce ☐ Court Order ☐ Spouse Death Certificate

<div><div></div><div>FIRST NAME</div></div> <div><div></div><div>MI</div></div>	<div><div></div><div>LAST NAME</div></div> <div><div></div><div>SUFFIX ("Jr", "Sr", not "DDS", etc.)</div></div>	
Changed to current name by: <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce <input type="checkbox"/> Court Order <input type="checkbox"/> Spouse Death Certificate		
<div><div></div><div>FIRST NAME</div></div> <div><div></div><div>MI</div></div>	<div><div></div><div>LAST NAME</div></div> <div><div></div><div>SUFFIX ("Jr", "Sr", not "DDS", etc.)</div></div>	
Changed to current name by: <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce <input type="checkbox"/> Court Order <input type="checkbox"/> Spouse Death Certificate		
<div><div></div><div>FIRST NAME</div></div> <div><div></div><div>MI</div></div>	<div><div></div><div>LAST NAME</div></div> <div><div></div><div>SUFFIX ("Jr", "Sr", not "DDS", etc.)</div></div>	
Changed to current name by: <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce <input type="checkbox"/> Court Order <input type="checkbox"/> Spouse Death Certificate		
<div><div></div><div>FIRST NAME</div></div> <div><div></div><div>MI</div></div>	<div><div></div><div>LAST NAME</div></div> <div><div></div><div>SUFFIX ("Jr", "Sr", not "DDS", etc.)</div></div>	

Section 5A. HOME ADDRESS

Even if you have a PO Box, a street address should also be provided, if applicable.

☐ APARTMENT ☐ SUITE ☐ FLOOR ☐ PO BOX NUMBER

HOME STREET ADDRESS 1 (If applicable, use this line for additional building information. Otherwise, use this line to indicate STREET NUMBER and STREET NAME)

HOME STREET ADDRESS 2 (If additional space is needed, use this line to indicate STREET NUMBER and STREET NAME)

CITY

-
STATE ZIP CODE + 4

- - - -
HOME PHONE NUMBER HOME FAX NUMBER

E-MAIL ADDRESS

Section 5B. BUSINESS ADDRESS

Please note: This information will be made available to the public.

COMPANY NAME

☐ APARTMENT ☐ SUITE ☐ FLOOR ☐ PO BOX NUMBER

BUSINESS STREET ADDRESS 1 (If applicable, use this line for additional building information. Otherwise use this line to indicate STREET NUMBER and STREET NAME)

BUSINESS STREET ADDRESS 2 (If additional space is needed, use this line to indicate STREET NUMBER and STREET NAME)

CITY

-
STATE ZIP CODE + 4

- - - -
BUSINESS PHONE NUMBER BUSINESS FAX NUMBER

E-MAIL ADDRESS

Section 5C. PREFERRED MAILING ADDRESS

Indicate your preferred mailing address by placing an "X" in the appropriate box. This will be the address to which all future licensing documents will be mailed.

☐ HOME ☐ BUSINESS

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Section 6A. PROFESSIONAL SCHOOLS ATTENDED

List all colleges and universities attended prior to and including dental/professional schools. List in reverse chronological order, beginning with the most recent at the top.

School Name, City, State, Country	Number of Hours Completed	Date of Graduation	Type of Degree/Certificate

Section 6B. POSTGRADUATE EXPERIENCE

List all experience since graduation from dental/professional school, in reverse chronological order, beginning with the most recent. For "Type of Position," use the letter from the key below.

Organization/Institution	Location	Start Date	End Date	Type of Position (Use Key Below)*	Full Time	Part Time

*** TYPE OF POSITION KEY**

- | | |
|-----------------------|---|
| A. Employment | D. Instructor |
| B. Private Practice | E. Internship/Residence |
| C. Clinical Rotations | F. Other (specify on separate sheet of paper) |

Section 6C. PROFESSIONAL LICENSES IN OTHER STATES/JURISDICTIONS

List all states and jurisdictions in which you have ever held a similar professional license. You must request and provide verification of licensure for all of these licenses, past and/or present.

Jurisdiction	Date License Was First Obtained	License Number

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SECTION 7. QUESTIONS - Applicants MUST answer all of the following questions.

Please answer all of the following questions by placing an "X" in the appropriate boxes. If you answer "Yes" to questions B through J below, you must provide full information and complete details **on a separate sheet of paper, including copies of relevant court documents**, and attach to this application.

**HPLA
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Clean Hands Before Receiving a License or Permit Act of 1996 Certification Form Requirement.

Please read the information below carefully before responding to this yes or no question, as **any false information provided requires that the Department of Health proceed immediately to revoke your License or Permit** for which you are now applying, and fine you one thousand dollars (\$1,000.00), pursuant to D.C. Official Code § 47-2864 (2001).

IF YOU ANSWER "YES" TO THIS QUESTION, PLEASE SUBMIT PROOF OF THE ARRANGEMENTS YOU HAVE MADE TO PAY THE OUTSTANDING DEBT. IF YOU DO NOT HAVE AN APPROVED PAYMENT SCHEDULE TO PAY THE AMOUNT YOU OWE OR IF NO APPEAL IS PENDING, THE LAW REQUIRES THAT YOUR RENEWAL APPLICATION BE DENIED.

As of this date, do you owe more than one hundred dollars (\$100.00) to the District of Columbia Government as a result of any of the following:

Yes No
☐ ☐

- A. 1. Fines, penalties, or interest assessed pursuant to D.C. Official Code Title 8, Chapter 8 (Litter Control Administrative Act of 1985);
2. Fines or interest assessed pursuant to D.C. Official Code Title 8, Chapter 9 (Illegal Dumping Enforcement Act of 1994);
3. Fines, penalties, or interest assessed pursuant to D.C. Official Code Title 2, Chapter 18 (Civil Infractions Act of 1985);
4. Past due taxes;
5. Past due District of Columbia Water and Sewer Authority service fees; or
6. Fines or penalties assessed pursuant to D.C. Official Code Title 50, Chapter 23 (Traffic Adjudication)?

The information presented above is in compliance with the requirement to submit with your application for licensure or permit under the *Clean Hands Before Receiving a License or Permit Act of 1996*, effective May 11, 1996 (D.C. Law 11-118, D.C. Code §47-2861 et seq.).

YES NO
☐ ☐

B. Have you ever been convicted or investigated of a crime or misdemeanor (other than minor traffic violations)?

YES NO
☐ ☐

☐

C. Are you now or have you ever been licensed in DC or any other state/jurisdiction? (If "Yes," be sure to complete section 6C of this form.)

YES NO
☐ ☐

☐

D. Have you ever been party to a malpractice action or had a malpractice action brought against you?

YES NO
☐ ☐

☐

E. Have you ever voluntarily surrendered a license after formal charges have been filed against you or while under investigation?

YES NO
☐ ☐

☐

F. Have you ever been terminated from or resigned from a clinical or professional training program?

YES NO
☐ ☐

☐

G. Do you have a physical or mental condition that currently impairs your ability to practice your profession?

YES NO
☐ ☐

☐

H. Have you been diagnosed or treated for substance abuse or is your ability to practice your profession impaired by alcohol or drug use?

YES NO
☐ ☐

☐

I. 1) Have you withdrawn an application (in D.C. or any other state/jurisdiction) to practice your profession? (2) Has any authority or peer review board taken adverse action against your license or privileges? (3) Are you currently under investigation or were you investigated by any authority or peer review board for any violation of state, federal, or local law? (4) Has any authority or peer review board informed you of any pending charges(s) or investigation not previously reported to this Board?

YES NO
☐ ☐

☐

J. Have you ever been terminated or asked to resign from employment since obtaining your (professional) license?

YES NO
☐ ☐

☐

SECTION 8. LICENSEE APPLICATION ATTESTATION AND SIGNATURE

I hereby attest that the information given in this application, including all writings and exhibits attached hereto, is true and complete to the best of my knowledge. I understand that the making of a false statement on this application, including all writings and exhibits attached hereto, is punishable by criminal penalties.

HPLA ONLY

LICENSEE SIGNATURE

NAME (Please Print)

DATE

☐

To report waste, fraud, or abuse by any DC Government office or official, call the DC Inspector General at 1-800-521-1639.